

Oregon PRIMA Meeting Minutes

July 9, 2020

In Attendance:

| | | | | | |
|----------------|----------------|---|----------------|---------------|---|
| President | Daedra Buntin | P | Vice President | Katie Durfee | P |
| Secretary | Kevin Jones | P | Treasurer | Rob Gabris | P |
| Past President | Jamie Iboa | P | Director | Laurie Kemper | P |
| Director | Bonnie Robbins | P | Director | Marcus Pitts | P |
| Director | Vacant | | | | |

I. Call to Order

11:05 am

II. Review of Minutes

Approval of June meeting minutes

Laurie moved to approve the June meeting minutes with two corrections. Katie seconded the motion; all were in favor and the motion passed.

III. Treasurer's Report

Rob shared the July treasurer's report. OR-PRIMA has a reconciled bank balance of \$3,452.19 at month's end and \$3,452.19 in its operating budget. Kevin moved to approve the treasurer's report. Bonnie seconded the motion; all were in favor and the motion passed.

IV. Business

A. Board Vacancies

1. Vacant Director Position

Steven Dobbs at Josephine Co. is only applicant that provided a formal letter of interest and resume. The board agreed he would be a good addition as Director. Marcus and Steven are members who have been appointed and need to be elected by membership vote (Marcus as an incumbent and Steven as a new appointee). We cannot have an election now since we have postponed renewal, however, once we have online webinars in place to offer members, we can notify them and open registration at that time with the election to follow.

B. Tax attorney/ IRS update

No updates at the time of the meeting.

C. Conferences/ Educational Sessions

1. Oregon Garden Status

No new information. Our payments to date have been rolled forward toward next year's session.

2. Sunriver Status

Sunriver has requested our dates for 2023 so they can reserve them and get the new contract in place. Our first choice would be October 4th, 5th, and 6th, if those are not available, our second choice would be October 11th, 12th and 13th. Daedra will contact them and provide them these dates.

3. Online education Updates

Marcus has been in discussion with Tim Clarke for his presentation. Tim prefers Teams webinar over WebinarNinja. It was agreed that presenters should be able to use the platform with which they are most comfortable. Marcus will moderate

the session and draft a promotional blurb for Daedra to send out to membership along with the registration information.

Bonnie has been in contact with Willis Towers Watson. They have a lot of resources, and she has asked them to put together a list of three or four potential topics they could present over the next year. Builder's Risk and Maximizing Risk Management Practices in a Budget Constraining Environment were two options for which they are prepared to cover. They could present as many as one a quarter if needed, but we also need to offer the opportunity to other sponsors.

Daedra has reached out to the PRIMA Speakers Bureau but has not heard back and will follow up.

The goal will be to host a webinar the third week of every month. Preference will be given based on level of sponsorship. As presentations are confirmed, we will post them on the calendar on our website.

D. Membership Renewal

We agreed that once we had an announcement prepared for upcoming webinars, we would open registration at the same time as the announcement.

E. Sponsorship Outreach

Board members are encouraged to reach out to any sponsors with which they have relationship to promote sponsorship.

F. Social Media Presence (LinkedIn)

Daedra has reached out to other chapters and invited them on LinkedIn to see if we could connect with them.

G. Committee Updates

No updates at the time of the meeting.

H. Risk Management Certification Program Updates?

Katie suggested purchasing the plaques and mailing them to members who have completed the program, and making the announcement in October, which is when they would normally be recognized at the Fall Conference. She will draft an announcement and have it ready to send out and post on our website

I. StarChapter

Tabled to next meeting.

V. Email items

None were discussed

VI. Future Meetings: 8/13, 9/12, 10/8, 12/11/20 *No meeting in November

VI. Other business

Rob mentioned that he needs the information profiles for Daedra and Katie to be filled out, notarized, and sent to him to update the credit cards

VII. Adjourn

12:11 pm